

REQUEST FOR QUALIFICATIONS (RFQ)
Town of Arlington Central School Renovation Project
February 21, 2018
RFP # 18-09

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting qualifications from qualified firms for Designer Services (Schematic Design through Bidding) for the renovation of the Central School for the Town of Arlington.

A copy of the RFP outlining the requirements for submission is available at the address below, between the hours of 8:00 a.m. through 4:00 p.m. Mondays through Wednesdays; 8:00 a.m. through 7:00 p.m. on Thursdays; and 8:00 a.m. through 12:00 p.m. on Fridays, or from the Purchasing Agent at dlanzillotti@town.arlington.ma.us. For further information contact Jennifer Raitt, Director of Planning and Community Development, at 781-316-3092, or jraitt@town.arlington.ma.us. The proposal may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before **1:00 p.m., March 20, 2018** at the Town Manager's/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. A briefing on the RFP and the scope of work is scheduled for Wednesday, February 28, 2018 at 9:00 a.m. in the 1st floor conference room, Town Hall Annex. All prospective applicants are encouraged to attend. Questions about the RFP may be submitted before 1:00 PM on March 1, 2018. Responses to questions, including those raised at the briefing session, will be sent to those requesting the RFP and posted online as addenda to the RFP.

One original, five (5) copies and one electronic version of the proposal shall be submitted in a sealed envelope marked "RFP #18-xx Designer Services - Central School Renovation Project".

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so. The Town also reserves the right to extend services through Construction Administration and Closeout pending approval of a Construction Budget by the Town.

Adam W. Chapdelaine
Town Manager

**REQUEST FOR QUALIFICATIONS
(RFQ)
Town of Arlington Central School Renovation Project**

Responses Due:	March 20, 2018 at 1:00pm <u>Late Responses Will Be Rejected</u>
Deliver Complete Responses To:	Town Manager Town Manager's/Purchasing Dept Town Hall Annex 2 nd floor 730 Massachusetts Avenue Arlington, MA 02476
Non-Mandatory Site walk Questions due:	March 7, 2018 at 11:00 AM March 9, 2018 at 4:00 PM
For Further Information Please Contact:	Jennifer Raitt, 781 316-3092 Email: jraitt@town.arlington.ma

I. OVERVIEW/ PURPOSE/ PROJECT GOALS

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD) is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the renovation of the first and second floors of the Central School which currently serves as the Arlington Senior Center/COA. It is the Town's intention that the upper three floors of the building remain open during any renovation.

II. BACKGROUND INFORMATION

The existing building is comprised of an original 19th century structure, a major 1984 renovation and subsequent minor modifications. The first two floors are to be altered for reuse as a senior center and various town offices. The upper 3 floors are to continue to be rented as office space.

The brick façade appears to be in good condition. The exterior windows are 1984 wood sash replacement windows with double pane glazing. Upper floors have interior storm sash that helps insulate the rooms significantly. However, lower floor windows do not have interior storm sash and were not sealed well in the rough opening around them, making them under-performing for energy conservation reasons. The slate roofing is currently functional but is due for the routine 5-year repair and maintenance service, particularly at flashing areas.

The interior materials include vinyl composition tile (VCT) flooring in much of the building, wood flooring in the main hall and quarry tile flooring in the kitchen. Some of the VCT is in reasonable

condition and may be reused. The wood flooring is in good condition and should be reused. The quarry tile flooring has cracked to such an extent that it violates the Board of Health requirements for kitchen use. Any planned expansion or relocation of the kitchen will necessitate all new quarry tile or porcelain tile flooring. Rest rooms have ceramic tile (CT) flooring and wall finish that is intact, but will be damaged by new fixture layouts that are likely to follow this report. New CT floor and wall finishes will be recommended in all the rest rooms.

The ceilings are generally painted Gypsum Wall Board (GWB), most of which are deteriorated. Significant patching and repair is recommended, particularly in areas where new partitions are proposed. There are stud walls that were added later along the northeast egress corridor on the ground floor. Recessed lighting in the ceilings is generally outdated and should be replaced with new energy efficient LED lighting.

The existing building envelope would not be energy code compliant if it were to be built today. The walls have no insulation and no thermal breaks. The roof has no insulation. The floors have no insulation under them, nor a thermal break. The foundation wall is un-insulated. These existing conditions are allowed to remain unaltered as part of the proposed Alterations, Level 2 per Code. However, it is not recommended that the town maintain a building condition that is so expensive to operate.

Most of the existing building consists of a wood frame floor over a 2'-4" high crawl space. The exterior walls consist of stone foundations and brick upper walls. Assuming that only Level 2 work is contemplated, no structural reinforcing is required for either gravity or lateral loads. The wood frame roof strength needs to be verified for added snow loads that result from increased insulation in the attic, if that is contemplated. It is possible to add photovoltaic solar collector roof panels, but the historical character of the slate roofed building may be compromised by such a venture.

The proposed building footprint is that of about 9,100 SF and the entire site includes parking for 70 cars, as well as a drop-off area and service loading with a capacity of 4 spaces. Satellite parking at the Masonic Temple across the street has 17 spaces. The shape of the lot and grading present a fairly simple design and construction approach. Vehicular accessibility to the site will remain off the main access road from Maple Street that faces onto a residential neighborhood. As a result recreation and open space amenities, such as a wheelchair accessible patio &/or deck at the north side of the property may be made accessible by removing the abandoned underground oil tanks and finishing that area in combination with a proposed egress ramp from a new exit from stair number 1 at the ground level.

Mechanical systems are operating well beyond their expected service life. All new HVAC systems are recommended. Electrical distribution panels need to be replaced. Lighting systems do not meet current energy code and should be replaced. Plumbing service lines and domestic hot water appear to be in good condition and may be reused because they are fairly recent installations. However, all water closets and lavatories are to be replaced. New plumbing fixture counts shall be calculated based on proposed new room layouts and capacities. Existing Fire Protection system of sprinkler head layouts will be modified for the proposed new room layouts, using existing water service lines. It is assumed that no fire alarm system upgrade is required.

III. SCOPE OF SERVICES

The Town of Arlington is seeking Designers to provide schematic design services including architectural, mechanical, electrical, plumbing assessment of the existing first and second floor of the building. The Town also requires cost estimating services to further develop the cost estimates provided in the recent study documents. With approval from the Town, the Designer will continue into Design Development, Construction Documents, Bidding and Construction Administration.

IV. PROJECT SCHEDULE

The anticipated schedule is as follows:

- RFS advertised in Central Register – February 21, 2018
- Site Meeting for Respondents – March 7, 2018 at 11:00 AM
- Questions due – March 9, 2018 at 4:00 PM
- Addenda issued – March 13, 2018 at 12:00 PM
- Proposals due – March 20, 2018 at 1:00 PM

V. DELIVERABLES

Respondents are required to submit one (1) original, five (5) copies and one (1) electronic copy of the Designers response to this Request for Qualifications.

VI. CONSULTANT QUALIFICATIONS

The submission in response to this Request for Qualifications shall contain the following:

1. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead contact for purposes of assuming contractual responsibility. If the Respondent intends to sub-contract any work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's team by name, including the name of individuals to be assigned to this project who are employed by or contracted to any business entity on the team, with a summary of everyone's and entities' qualifications statement, including academic and professional work experience attesting to its capacity to properly, professionally and fully perform the work detailed in this Request for Qualifications. Resumes are required for all project personnel. Include a description of the consultant's team's experience as it relates to senior center and occupied renovation projects. If there is no senior center construction experience, describe how you will assure expert consultants are involved.
3. A description of the consultant's approach to this project: methodology, demonstrated

understanding of the community's needs, and the consultant's expectations of assistance and services from the Town of Arlington.

4. Consultants must meet the following minimum criteria:

- At least two (2) senior center projects of \$3 million in value or more as well as experience with occupied renovation projects. Additional emphasis placed on projects in Massachusetts.
- The Designer must be either a MA registered architect and/or MA professional engineer with at least five years of experience in building construction and supervision.

5. A client reference list, with names, addresses, and telephone numbers for clients for whom the consultant has performed similar design experience in the past.

6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the submission, including work samples from similar completed projects.

7. Evidence of the required insurances (Workers' Compensation coverage, General Liability, Excess Liability, Automobile and Professional Liability (E&O)).

8. All information pertaining to the consultant to allow the selection committee to review the submission utilizing the Selection Criteria set forth in Section VII herein.

Any submission that fails to include all the above information will be rejected as unresponsive and will not be afforded a complete review by the evaluation committee.

VII. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all Goals and

Priorities of this project and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Advantageous: The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

2. Depth of experience with similar projects, and prior experience with public contracts and relevant local planning projects.

Highly Advantageous: The Consultant has at least seven (7) years of experience consulting with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

Advantageous: The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

Not Advantageous: The Consultant has less than four (4) years of experience but more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

Unacceptable: The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.

Highly Advantageous: The response contains a clear, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the RFP.

Advantageous: The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the RFP.

Not Advantageous: The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the RFP.

Unacceptable: The response does not contain any plan to address the project objectives stated in the RFP.

4. Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit one (1) original, five (5) paper copies and one (1) electronic copy of the proposal marked "RFP #18-09 Designer Services - Central School Renovation Project Proposal" addressing the objectives, scope and schedule described in this RFP. Responses must include each of the following:

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in completing park plans and designing and conducting public meetings.
3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.
4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
6. At least three (3) references, including name, title, agency, address, description

of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).

7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
8. Completed Attachments in Section X Required Forms (not included in page limit).
9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance as shown in Attachment E.

Proposals must clearly address all submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

A committee will be convened to review proposals. Committee members will be drawn from Town staff, an ARB member, and may include other community members.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

Questions and/or comments may be submitted to Jennifer Raitt, Director of Planning and Community Development at jraitt@town.arlington.ma.us / 781 316-3092 by **March 9, 2018 at 4:00 PM**. Responses to the RFP are due by **1:00 PM on March 20, 2018**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Adam W. Chapdelaine, Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

IX. PROJECT FUNDING

The Fee for Services will be negotiated. Fees will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Designer will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

X. REQUIRED FORMS

All required forms must be submitted with the proposal.

A. Certificate of Non-Collusion

B. Certificate of Tax Compliance

CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON
Central School Renovation Project

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual Submitting Bid or Proposal

Name of Individual Submitting Bid or Proposal

Name of Business

Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

CERTIFICATE OF TAX COMPLIANCE FORM
TOWN OF ARLINGTON
Central School Renovation Project

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature and Title of Individual or
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.